



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER
5100

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JUL 24 2001

MARINE CORPS RECRUITING COMMAND ORDER 5100

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR FILING REPORTS OF UNSAFE/UNHEALTHFUL
WORKING CONDITIONS

Ref: (a) MCO P5100.8F
(b) MCBO P5100.1A

Encl: (1) Member Report of Unsafe/Unhealthful Working
Conditions at Marine Corps Recruiting Command

1. Situation. To publish instructions, guidelines and appeal procedures for Marine Corps Recruiting Command (MCRC) personnel to process reports of unsafe or unhealthful working conditions and to encourage worker participation in the identification and prompt reporting of unsafe and unhealthful working conditions.

2. Mission. Members and employees of MCRC will increase their awareness of and diligence towards identifying and eliminating potentially dangerous and unsafe conditions in order to maintain safe and healthful working conditions.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To quickly identify and rectify all unsafe working conditions that could adversely affect the health, welfare and morale of MCRC's members. There is no place in our organization for unsafe and/or unhealthful conditions. If found, they must be eliminated quickly. Our members deserve safe, professional and comfortable working conditions at all times to remain productive.

(2) Concept of Operations. The Chief of Staff, in conjunction with principal staff officers, will ensure

compliance with this program by conducting a daily walk-through of their areas of responsibility.

b. Subordinate Element Missions

(1) Principal staff officers and supervisors are the main effort and will:

(a) Maintain work areas that are clean, uncluttered and safe from recognized health hazards to protect the health and personal safety of all members.

(b) Conduct a daily walk-through of their areas to ensure there are no hazards or unsafe working conditions.

(c) Make members aware of the filing and appeal process.

(d) Discontinue any operation involving hazardous chemicals that creates an imminent danger situation and report the situation to the Unit Safety Representative (USR).

(e) Immediately respond to any member's report of unsafe/unhealthful conditions.

(f) Refrain from interfering with the hazard reporting process and from discriminating or making threats against members who use the process.

(g) At no time will a supervisor threaten or coerce a worker in any way to prevent him or her from reporting unsafe and unhealthful working conditions. Supervisors found conducting this practice will face disciplinary action up to and including dismissal from Federal Service.

(2) The Unit Safety Representative is designated as supporting effort and will:

(a) Forward all reports or written notifications of any reported unsafe conditions or practices to the Commanding General, Marine Corps Base, Quantico (B 51), for assistance or information purposes.

(b) Request a review and recommendation of unsafe workplace conditions or practices from the Director, Safety

Division, Marine Corps Base, Quantico (B 51), to resolve disagreements between members and supervisors.

(c) Maintain a log of all reported unsafe/unhealthful working conditions and retain for five years following the end of the fiscal year in which they occur.

(3) Individual members will report any unsafe or unhealthful working practice or condition, without fear of reprisal, on the same day the unsafe practice is observed. See enclosure (1).

c. Coordinating Instructions

(1) Filing Procedures

(a) Any member who observes an unsafe or unhealthful working practice or condition, or a violation of a safety or health standard, should either orally advise his/her supervisor of the condition or make written notification of the condition or practice.

(b) In lieu of orally reporting a deficiency to their supervisors, workers desiring anonymity may file a written report noting the supervisor's name and refer the matter to the MCRC USR. All members are encouraged to resolve unsafe conditions or practices with their immediate supervisor/chain of command before taking further actions.

(c) Upon receipt of a report, the USR will verify the reported condition and will notify the workplace supervisor who shall initiate appropriate corrective action.

(d) Within five working days after notification, the workplace supervisor shall advise the USR, in writing, of what corrective action has been taken on all written complaints/concerns.

(e) The originator of the report shall be notified, in writing, within ten working days of actions taken regarding the reported condition. This notification will be signed by the Commanding General or Chief of Staff. If the ten workday suspense cannot be met for any reason, an interim reply, signed by the USR, shall be made to the originator of the report.

(f) If the USR determines that the reported condition is not unsafe or unhealthful, the originator of the report shall be advised within ten working days by letter. This notification will be signed by the Commanding General or Chief of Staff and will contain the rationale for the determination.

(g) When a member reasonably believes he or she is exposed to a safety or health hazard that presents an imminent danger (a condition or practice posing a danger that could reasonably be expected to cause death or severe physical harm either immediately or before such danger can be eliminated through normal procedures), the worker will cease the activity and notify the supervisor. The supervisor will evaluate the situation and make a decision as to whether work may proceed. If the member is not satisfied that the imminent danger is sufficiently eliminated, he or she will notify the supervisor. The supervisor will immediately notify the USR and assign the worker to other duties, if appropriate. Thereafter, if the Director, Safety Division, MCB Quantico, determines that imminent danger does not exist or has been corrected, the member will return to work.

(2) Appeal Procedures

(a) If the originator of a report is dissatisfied with the determination made by the Commanding General, Marine Corps Recruiting Command, that person shall be encouraged to confer with the USR to discuss the matter further and attempt to resolve the issue at the lowest level. If dissatisfaction still exists, the originator is authorized (per NAVSEAINST 8023.11) to submit an appeal following the procedures set forth below.

(b) A second-level appeal may be submitted if the originator is not satisfied with the action taken or disposition resulting from the first-level appeal. In these cases, the originator shall submit the report to CMC (SD). The originator shall also provide a copy of the second appeal to the Commanding General, Marine Corps Base (B 51) and to the supervisor who reviewed the first-level appeal. The worker's second-level appeal shall include appropriate information on actions taken by the reviewing authority on the first-level appeal and the reasons why the originator is not satisfied with those actions.

(c) Third and fourth-level appeals may be submitted if the originator of the report is not satisfied with the response provided by the Commandant of the Marine Corps (SD). Third-level appeals shall be addressed to the Secretary of the Navy (ASN (MRA&L)), Navy Department, Washington, DC 20301; fourth-level appeals to the DOD designated Safety and Occupational Health Official, ASD (MRA&L), The Pentagon, Washington, DC 20301. Copies of these appeals shall describe, in detail, the Marine Corps' disposition of the report (i.e., results of the second-level appeal) and the originator's objections to the disposition.

(d) As a last resort, if not satisfied with the final DoD disposition, the originator may contact, in writing, the Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, DC 20210. The appeal must describe, in detail, the entire processing of the report and must set forth objection thereto.

(e) The sequence of appeals for military personnel is via the chain of command. The final appeal process stops at the Office of the Secretary of Defense (ASD (MRS&L)).

(f) If at any time during the appeal process the originator does not receive a reply within 20 working days, the originator may submit the appeal to the next higher reviewing authority without waiting for a reply to the original notification. If the 20-workday suspense cannot be met for any reason, an interim reply shall be made to the originator of the report.

(g) Any appeal which bypasses these established procedures will be returned to the originator.

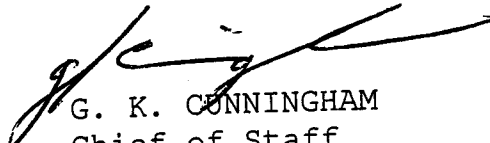
4. Administration and Logistics. As required to comply with these procedures.

5. Command and Signal

a. Command. This order is applicable to the Marine Corps Recruiting Command headquarters personnel only.

MCRCO 5100

b. Signal. This order is effective the date signed.


G. K. CUNNINGHAM
Chief of Staff

DISTRIBUTION: D

MCRC SAFETY PROGRAM

DATE

From: _____
To: (Cognizant Authority) _____

Subj: MEMBER REPORT OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS AT
MARINE CORPS RECRUITING COMMAND

1. I _____ believe that a
violation of an occupational safety and health standard exists
which is a hazard to workers.

2. Specify the particular section or worksite where the alleged
violation is located:

a. Section: _____

b. Number of personnel exposed: _____

c. Responsible supervisor's name and telephone number:

d. Has this hazard been reported previously? If so, when,
where and to whom?

3. Briefly describe the hazard (if additional space if needed,
continue on a separate sheet of paper): _____

4. Please indicate your desire:

_____ My name may be revealed

_____ My name may not be revealed

a. Member's signature _____

b. Member's printed name _____

c. Member's work section _____

d. Member's work telephone _____

Enclosure (1)